

CHAPTER 1

TABLE OF CONTENTS

Section I Organization

- 1.00 Purpose of this Manual
- 1.01 Maintenance Defined
- 1.02 Maintenance Program
- 1.03 District Maintenance

Section II General Details

- 1.04 Personal Responsibility
- 1.05 Reports of Claims Against Caltrans
- 1.06 Loss or Damage to State Facilities
- 1.07 Use and Disposal of State Property, and Lost and Found Items
 - 1.07.1 Use of State Owned Material, Tools and Equipment
 - 1.07.2 Disposal and/or Use Of Surplus State Property, Salvaged Materials, Junk, Scrap And Trash
 - 1.07.3 Handling of Privately Owned, Lost, Discarded, Wrecked, Abandoned and Stolen Property on the State Highway System
 - 1.07.4 Use of State Maintenance Facilities
- 1.08 Departmental Personnel Policy
- 1.09 Merit Award System

- 1.10 Reporting Unusual Operating Conditions
- 1.11 Accounting Procedures
 - 1.11.1 Accounting Distribution of Labor and Operating Costs
 - 1.11.2 Damage Report Number
 - 1.11.3 Daily Record of Rental Equipment
 - 1.11.4 Service Contracts
 - 1.11.5 Receiving Records and Correspondence
- 1.12 Accident Reports
 - 1.12.1 When to Report Accidents
 - 1.12.2 Vehicle Accident Reports
 - 1.12.3 Damage to State Highway
- 1.13 Assistance in Fighting Fire
- 1.14 Cooperation with U.S. Forest Service
- 1.15 Cooperation with California Department of Forestry
- 1.16 State Highway Maintenance Agreements
- 1.17 State Maintenance of City or County Owned Facilities
- 1.18 Maintenance of State Park Roads and Parking Areas
- 1.19 Agreements on Cooperative Projects with Non-State Agencies
- 1.20 Freeway Maintenance Agreement
- 1.21 Maintenance within Construction Limits
- 1.22 Maintenance Review of Construction Projects

- 1.23 Protection of Sensitive Environmental Resources
 - 1.23.1 Archaeological, Historical, Cultural, and Sensitive Biological Resources
 - 1.23.2 Water Quality
 - 1.23.3 Underground Tanks
 - 1.23.4 Streambed Alteration
 - 1.23.5 Air Quality
- 1.24 Controlling Noise from Maintenance Operations
- 1.25 California Emergency Services Act
 - 1.25.1 Department of Transportation Authority
 - 1.25.2 Radiological Emergencies
- 1.26 Standardized Emergency Management System (SEMS)
- 1.27 Underground Service Alert
- Appendix I-A Cooperative Agreement with United States Forest Service Fire Suppression
- Appendix I-B Cooperative Agreement with California Department of Forestry Fire Suppression
- Appendix I-C Instructions for Use of Underground Service Alert (USA)

This chapter is divided into two sections. The first section provides the purpose of the Maintenance Manual, Volume 1, and offers an overview of the California Department of Transportation Maintenance Program. The second section provides general details of Maintenance Program operations.

SECTION I: ORGANIZATION

1.00 Purpose of this Manual

This manual is not designed to establish a legal standard of care. It is published solely for the information and guidance of the employees of the State Department of Transportation (Caltrans).

It is not intended that any standard of conduct or duty toward the public shall be created or imposed by the publication of this manual. Each chapter in this manual is subject to modifications as conditions warrant.

The Maintenance Manual is comprised of two volumes. Volume 1 describes the Caltrans Maintenance Program and the methods and procedures it uses. Volume 2 of the Manual describes the Maintenance Management System (MMS) used to record, report and monitor maintenance work planned and performed.

The Maintenance Program is assigned the care and upkeep of State highways. Proper care and upkeep conserves the public's investment in the highway system and ensures that the system will continue to provide maximum benefits to the traveling public.

This manual is issued to secure uniformity of practice and procedure to the extent possible. The goal of Caltrans is to maintain existing facilities as nearly as possible in the original condition as constructed or improved. Because of resource limitations, volume and type of traffic and other factors, it may sometimes be necessary to deviate from standard practices. Discretion must be exercised in those cases, based on experience and the particular circumstances.

All Caltrans Maintenance employees should understand the contents of this manual. Where their duties call for it, employees should also familiarize themselves with similar manuals issued by other branches of Caltrans. Each Maintenance employee should always perform each operation in the safest and most efficient manner, and should make individual efforts to maintain good relations with the public. It is the responsibility of each employee to develop and maintain a positive public image.

1.01 Maintenance Defined

Highway maintenance is the preservation, upkeep, and restoration of the roadway structures as nearly as possible in the condition in which they have been constructed. "Roadway structures" includes highways, toll bridges and appurtenant facilities. "Maintenance" also includes the operation of highway facilities and services to provide satisfactory and safe highway transportation.

The legal definition of maintenance as provided by the California Streets and Highways Code, General Provisions, Section 27, includes the following:

- (A) The preservation and keeping of rights-of-way, and each type of roadway, structure, safety convenience or device, planting, illumination equipment and other facility, in the safe and usable condition to which it has been improved or constructed, but does not include reconstruction or other improvement.
- (B) Operation of special safety conveniences and devices, and illuminating equipment.
- (C) The special or emergency maintenance or repair necessitated by accidents or by storms, or other weather conditions, slides, settlements or other unusual or unexpected damage to a roadway, structure or facility.

The degree and type of maintenance for each highway, or portion of highway, shall be determined at the discretion of the authorities charged with its maintenance, taking into consideration traffic requirements and available funding.

Highway transportation is essential to the economy of the State of California. The closure of a highway may result not only in inconvenience but also in serious economic losses to the traveling public. It is the duty of Caltrans Maintenance to protect the motoring public from these costly interruptions to traffic.

Caltrans Maintenance will react promptly to emergencies while taking steps to protect employees, the public, and the environment. In addition, the Maintenance Program will practice proper scheduling and planning of routine maintenance procedures to keep delays at a minimum. Every effort should be made to speedily correct conditions that interfere with the orderly flow of traffic.

1.02 Maintenance Program

The functional control of all maintenance activities in Caltrans is under the direction of the Maintenance Program Manager. The Maintenance Program is divided into offices as listed in Figure 1-1. See Maintenance Manual Volume 2 for detailed information regarding division of work among these offices.

Personnel in the Maintenance Program will perform three essential functions for the maintenance activities for which they are responsible:

- (A) Each office establishes policies and standards for its set of maintenance activities, doing whatever analytical work is required to develop such policies and standards.
- (B) Each office provides, as required, technical assistance or special expertise to the Districts in carrying out the particular set of maintenance activities for which the office is responsible.
- (C) Each office reviews the compliance of the Districts with its standards and policies. District evaluation will include the following:
 - (1) A comparison of work progress comparing the approved work plan with what was actually accomplished.
 - (2) Analysis of accuracy of MMS reporting and accuracy of inventory data.
 - (3) Comments by the Program Manager discussing:
 - (a) Compliance with policies, procedures, and standards.
 - (b) Responsiveness.
 - (c) Meeting objectiveness and efficiency.
 - (d) Quality of work.
 - (4) A discussion of deficiencies and plans for correction.

Figure 1-1

Program Manager Maintenance

Office of Roadway Maintenance	Office of Roadside Maintenance	Office of Maintenance Equipment and Emergency Operations	Office of Program Management and Monitoring	Office of IMMS Special Studies CMEP
<ul style="list-style-type: none"> Pavement Management System Pavement Condition Survey Program advisor on: Roadbed Maintenance; Electrical and Traffic Guidance Maintenance; Roadway Rehabilitation; Major Damage Restoration; Maintenance Worker Access; and Protective Betterment 	<ul style="list-style-type: none"> Program advisor for Roadside Maintenance Manage graffiti removal Manage Adopt-A-Highway Program Maintenance Program / Landscape Architecture liaison Lands & Buildings NPDES Compliance (Storm Water) 	<ul style="list-style-type: none"> HQ Communication Center Operations Caltrans Emergency Operations Center Caltrans Highway Information Network (CHIN) and Internet Maintenance Equipment Training Academy (META) Field Operations & Safety Equipment Management Hazardous Material Spills 	<ul style="list-style-type: none"> Coordinate statewide staffing plans and organizational development Manage all administrative functions for Maintenance Program Manage Maintenance Program Payroll and Human Resources systems changes Act as consultant on all Personnel and Labor Relations Issues Program Resource Management 	<ul style="list-style-type: none"> Consultant Contract Manager on the IMMS Project Special Studies Snow Removal & Storm Response

Office of Business Plan and Performance	Office of Radio Communications, Engineering and Maintenance	Office of District Liaisons (1,2,3,7,8, & 12)	Office of District Liaisons (4,5,6,9,10 & 11)
<ul style="list-style-type: none"> Business Planning Performance Measures Strategic Planning 	<ul style="list-style-type: none"> Caltrans Radio, Systems Engineering Design Radio communications project / HARs, MW, Radio, FCC Satellite, Facilities Management DGS Coordination 	<ul style="list-style-type: none"> Provide technical assistance and special expertise to Districts Track Districts Accomplishment of Maintenance Goals Conduct Level Of Service & Major Maintenance Reviews Manage MPYE Contracts 	<ul style="list-style-type: none"> Provide technical assistance and special expertise to Districts Track Districts Accomplishment of Maintenance Goals Conduct Level Of Service & Major Maintenance Reviews Manage MPYE Contracts

1.03 District Maintenance

The State is divided into twelve Districts, each under the direction of a District Director. (See Figure 1-2: District Boundary Map.) The District Division Chief for Maintenance is responsible for all maintenance activities within the District.

(A) Maintenance Support

Maintenance Support is responsible for coordinating District Equipment and the Maintenance Management System, communications, maintenance agreements, hazardous spills, landscaping and clerical support.

(B) Maintenance Engineering

Maintenance Engineering is responsible for day labor projects, storm damage engineering, and all other engineering functions as required.

(C) Region Operations

A Caltrans Maintenance Manager is responsible for field operations and all maintenance activities within the region. He or she reports directly to the District Division Chief of Maintenance.

(D) Area Operations

A Caltrans Maintenance Superintendent is responsible for all maintenance activities in an assigned area within a region.

(E) Supervisor Territory

There are individual supervisors' territories within the superintendent's area. Each supervisor is responsible for specific types of maintenance activities within a section of right-of-way.

Figure 1-2

CALTRANS DISTRICT BOUNDARIES



SECTION II: GENERAL DETAILS

1.04 Personal Responsibility

Employees of the State may be held liable for their own actions as a result of their carelessness on the job.

The circumstances under which a State employee could be held personally responsible are outlined in Chapter 3, Liability of Public Employees, (840.2 California Government Code).

1.05 Reports of Claims Against Caltrans

Information regarding claims that arise out of any condition of the highway, or from an act or omission of any officer or employee of Caltrans, shall be reported immediately to the District Division Chief. The District Division Chief shall transmit the information to the District Claims Officer or the Caltrans Legal Service Center. The District Claims Officer should be advised of any claims or potential claims as early as possible. Any subsequent information should likewise be reported. The format of such reports to Legal is discussed in Section 1.12.

1.06 Loss or Damage to State Facilities

Every effort should be made to prevent loss or damage to State property by theft or vandalism.

Maintenance stations and offices should be kept locked at all times when a member of the superintendent or supervisor's staff is not present.

Sections 0601, 2625 and 8657 of the State Administrative Manual provide for the reporting of crimes on State owned properties to either the California Highway Patrol or the local law enforcement agency.

For instances of theft or crime at Headquarters, the Building Manager will be responsible for notifying the California Highway Patrol.

District Security Coordinators shall report by facsimile all such instances of crimes to the Operations Security Branch of the Administrative Service Center. See the decision table on the following page.

DECISION TABLE

REPORTING PROCEDURES COVERING CRIMES ON STATE PROPERTY

Code Type	CRIME DESCRIPTION							
	State property	Patrolled by CHP	Loss or damage to State property	Send Facsimile to Audits & Investigations	Report to CHP	Report to local law enforcement agency	Send CHP Form 100	Prepare Property Survey Report (only if non expendable)
				1			2	3
1A	Owned	Yes	No	X	X			
1B	Owned	No	No	X		X	X	
2A	Owned	Yes	Yes	X	X			X
2B	Owned	No	Yes	X		X	X	X
3A	Leased	Yes	Yes or No	X	X			X
3B	Leased	No	Yes or No	X		X	X	X
4	Actual or suspected fraud or embezzlement of state property			Actual or suspected fraud or embezzlement of state property				

- (A) The reporting District shall direct a facsimile notification to the Caltrans Operations Security Branch no later than the first work day following discovery of the incident.
- (B) White and blue copies of California Highway Patrol Form 100 will be sent to Operations Security Branch.
- (C) The Property Survey Report should indicate that the California Highway Patrol or local law enforcement agencies were notified. The report should also outline the precautions taken to prevent a recurrence of the loss.

The Caltrans Operations Security Branch is responsible for maintaining departmental procedures concerning crime reporting and providing liaison with other California Highway Patrol and police agencies.

1.07 Use and Disposal of State Property, and Lost and Found Items

Caltrans Maintenance employees are provided with the following guidelines for the policy, rules of conduct, and ethics in regard to use and disposal of state property, and lost and found items.

Employees who are found to violate these guidelines may be subject to disciplinary action, up to and including dismissal.

1.07.1 Use of State Owned Materials, Tools and Equipment

Employees are prohibited from using State owned materials, tools and equipment for private use.

For example, employees shall never use a State vehicle for their personal use, or use, State owned tools for any purpose other than those that are work-related.

1.07.2 Disposal and/or Use of Surplus State Property, Salvaged Materials, Junk, Scrap and Trash

(A) General Directives

All salvaged and surplus materials not usable in the performance of maintenance activities due to becoming deteriorated, broken or obsolete is State property. Salvaged or surplus materials are classified as "junk" or "scrap" or as "trash".

Junk or scrap has no commercial value in relation to its original purpose of fabrication. Junk or scrap will, however, have value due to its material content. Examples include broken or deteriorated metal fence, paint pails, and obsolete signs.

Trash is defined as "worthless" either in its original form or in its material content. Occasionally, it may be difficult to determine what material is considered as trash and what is salvage, scrap or junk. Supervisors shall ensure that all such items are properly classified.

All materials of value as described on the previous page shall be disposed of in accordance with established policies and procedures outlined in the following documents:

- (1) Office of Business Management Manual (OBM)
- (2) State Administrative Manual (SAM) Sections 3520.4 (Property Survey Reports) and 3520.9 (Discarded, Scrapped, or Dismantled for Salvage).

All materials of value must be disposed of under the direction of the District property clerk. When possible, materials of value should be sold. When materials of value cannot be sold, they may be disposed of in an authorized dumpsite or commercial disposal area.

Under all circumstances, employees are prohibited from taking possession of junk, scrap or trash, whether it is to be sold or disposed of by the State. This is a violation of State law and Caltrans policy. Employees who are found to take possession of junk, scrap or trash are subject to disciplinary action, up to and including dismissal.

It is a violation of the Vehicle Code to tamper with or remove any item from a wrecked, abandoned or stalled vehicle on State highways. This includes cargo or parts spilled at an accident scene.

(B) Tree Wood

The following procedures are to be followed in disposing of usable wood generated by trimming and tree removal activities.

- (1) Timber, logs, and wood that have value shall be sold through the District property clerk when it is practical to do so.
- (2) All other wood will be left on the roadside and cut in appropriate length so the public may pick it up. However, this should be done only if the wood is in an area where it will be safe for the public to stop for the wood. This would not include areas along freeways or multi-lane expressways in either urban or rural areas. In those cases, the wood must be handled as described in (4) below.

Large broken windfall trees shall be removed in large pieces to the nearest wide area where the public can cut them into firewood.

In some forest areas, it is not permissible to dump wood along the roads. In these cases the wood is to be handled as described in (4) below. Local park or forest rangers may direct disposal of fallen trees in some areas within State Parks or National Forests. However, if Caltrans owns the right-of-way, the trees are Caltrans property and should not be given to the other party. Trees may have significant value and should be disposed of by the property clerk. If there is any question regarding ownership, contact the District Right-of-Way Branch for advice.

- (3) The public shall not be allowed to pick up wood within maintenance work zones during working hours.
- (4) In areas where wood must be removed, it will be loaded and transported to the nearest wide area that is safe for the public to stop and pick it up. If such a spot is not within a reasonable distance, the wood shall be hauled to suitable disposal sites. Select the method that is the most efficient and results in the least cost to the State.
- (5) State maintenance yards are not authorized tree wood disposal sites. However, State employees acting as public citizens, on their own time and using their personal vehicles, may pick up and utilize the wood at the appropriate sites described above.

1.07.3 Handling of Privately Owned, Lost, Discarded, Wrecked, Abandoned and Stolen Property on the State Highway System

The Maintenance Program will provide a reasonable lost and found service to the traveling public. Employees are to turn in to supervisor all items of value found in the course of their employment along highways or in facilities such as roadside rests, vista points, maintenance stations, and other locations within Caltrans rights-of-way.

Maintenance employees shall not claim items found on highways or in State facilities. This is never permitted. Employees who take possession of items found on highways or in State facilities are subject to disciplinary action, up to and including dismissal.

Civil Code 2080 provides that a person who finds property shall inform the owner with a reasonable time and return the property to the owner.

Civil Code 2080.1 provides direction regarding property with a value of more than \$100 when the owner of such property is unknown. The property shall be turned over to the city police department if found within the city limits, or to the sheriff's department if found outside the city limits.

Civil Code Section 2080.3 provides that if the unknown owner of property cannot be located, the person who finds the property takes title *"unless the property was found in the course of employment by an employee of any public agency, in which case the property shall be sold at public auction."* (Emphasis supplied.)

- (A) Based on the above, the following procedure shall be used for items found by employees in the course of their work:

- (1) Value less than \$10:

When the value of the found item is estimated at less than \$10, the employee will assume custody and turn it in to his or her supervisor. The items will be held in the Maintenance Manager's office.

If the owner of the item can be identified by means of identification on or in the item reasonable effort shall be made to notify the owner of its finding and location so arrangements can be made to return his or her property. Such property is generally personal property such as keys, billfolds, pocketbooks, important papers, jewelry, and luggage.

If ownership cannot be determined or no one claims the property with a value less than ten dollars, the item shall be destroyed or donated to any charitable organization within 3 months. A brief written documentation of each incident, either item returned or disposed of, should be kept in the region office files.

- (2) Value \$10 or more:

When the value (purchase or replacement price) of the found item(s) is estimated at \$10 or more, the finder will assume custody and turn the item in to his or her supervisor. The item shall be held in the Region Manager's office for not less than 5 days, or more than 15 days, pending claim by the owner.

Bulky items may be held at the most convenient crew supervisor or area superintendent station. If ownership can be determined, a reasonable attempt will be made to notify the owner of its finding and location.

If no one claims the property within the above time frames, the property shall be turned over to either the police department if found within city limits, or the sheriff's department if found in an unincorporated area.

Items turned over to a law enforcement agency should be inventoried and a description of the item should be made. Obtain a signature from the person receiving the item on the document or receipt, and file the receipt in the region office.

In jurisdictions where the law enforcement agency will not accept the found property from this department, such property shall be retained in the appropriate superintendent's office for at least 3 months. If the property is still unclaimed, the property shall be turned over to the District property clerk who will make arrangements for its disposition.

Found items shall not be retained by an employee under any circumstances.

(B) Miscellaneous Items and Materials

- (1) Many materials and junk type items are found along the State highways such as hubcaps, pipe, and tire chains, have scrap or junk value. Such items when picked up or salvaged are to be added to the accumulations of salvage material as described previously under 1.07.2. They shall be disposed of as State property.
- (2) The separation of recyclable litter such as aluminum cans or returnable bottles from other litter cannot normally be justified on a cost benefit basis. Such items are to be picked up and disposed of as trash under normal disposal procedure.

Private individuals may collect items such as aluminum cans from along conventional roadsides, but not from freeways. They may also collect aluminum cans or returnable bottles from trash barrels at roadside rests.

Any separation of such items from routine litter must be authorized in writing by the Maintenance Manager. Such authorization will generally be associated with special public relations or volunteer projects.

1.07.4 Use of State Maintenance Facilities

Maintenance facilities cannot be used as recreation or storage areas by employees. Maintenance stations are not to be used for servicing, repairing or storage of private vehicles, boats, trailers or other privately owned equipment. These activities must be restricted to the residential areas of State facilities with dormitories or employee housing.

1.08 Departmental Personnel Policy

The Administrative Service Center Office of Personnel Operations will furnish information or answer questions concerning any specific problem that may arise in connection with Civil Service procedures or departmental personnel policy.

1.09 Merit Award System

The Merit Award Program was established by the State Legislature to provide an opportunity for all California State Employees to submit constructive ideas that will both improve the effectiveness and reduce costs of State government.

All Caltrans employees are urged to develop and submit ideas that will improve the operation of State government. Cash awards can be made for procedures or ideas that if implemented actually reduce State costs.

1.10 Reporting Unusual Operating Conditions

Caltrans has the responsibility to disseminate highway condition information to various governmental agencies. In addition, Caltrans advises the public of current statewide highway status through the California Highway Information Network (CHIN) and the Caltrans Maintenance Home Page on the Internet.

Unusual occurrences require immediate notification to Maintenance Program Manager.

Examples of unusual occurrences are damage or closure of highways to earthquakes or floods, hazardous spills, highway closures due to accident, or death or serious injury of an employee.

Districts shall send such reports by established procedure to the Headquarters Maintenance Program Communications Center.

Maintenance Program Communications Center

Telephone: (916) 653-3442
Calnet 453-3442

Facsimile: (916) 653-3291
Calnet 453-3291

Districts shall provide updated information to the Maintenance Program Manager through these facsimile transmissions as needed until the conclusion of the unusual occurrence.

1.11 Accounting Procedures

Accounting and clerical work carried on by the Region Manager's office is to be governed by the Accounting Manual and Regional Administrative Officer (RAO) Procedures Manual.

1.11.1 Accounting Distribution of Labor and Operating Costs

Supervisors shall prepare daily reports of the labor, equipment, materials and supplies used in performing the work under their supervision.

Instructions for preparing the required reports are contained in the Maintenance Manual, Volume 2.

1.11.2 Damage Report Number

The cost of repairs to highway facilities damaged by vehicle accidents is separately identified by the use of a Damage Report number in addition to the regular codes used to describe the work performed. Use of the Damage Report number gives the computer the capability to accumulate these costs for reimbursement from the person or persons causing the damage.

1.11.3 Daily Record of Rental Equipment

The use of privately owned equipment, rented for State work, is to be reported on Form DM-M-8 with a positive identification for each unit of equipment. This form must be completed in full to show the work order and service contract numbers, actual hours worked, as well as travel. Hours rented, including standby time are to be distributed by county, route and post mile designation. Signature of the vendor or his or her agent must be secured.

1.11.4 Service Contracts

The Caltrans Service Contract Managers Manual includes detailed instruction in the preparation of Service Contracts. The Contract Managers Handbook is available on the Intranet. See these documents for detailed instructions regarding service contracts.

The requesting unit designates a contract manager. All contract managers are required to attend Contract Managers Training, G Number 21016. See the Caltrans Training Catalog for detailed information.

Form ADM 360, the Service Contract Request, is required to start the contract request process

This form and instructions for its use are available on the Intranet.

If the contract is for an amount greater than \$2,500, the contract manager must complete a Form 360 and the contract must go out for competitive bid.

A payment bond is an amount of not less than 50 percent of the total amount payable by the terms of the contract. A payment bond is required by statute for all equipment rental contracts in excess of \$25,000 to secure payment claims of laborers, mechanics, or material workers.

In cases of emergency work necessitated by the threat or occurrence of a landslide, flood, storm damage, accident or other disaster, tools or equipment may be rented for a period not to exceed 20 working days without competitive bidding. A formal contract must be awarded within 20 days if the work is expected to take longer than the 20 days emergency authorization. See the Contract Managers Handbook for instructions.

Service contracts should not be issued involving labor or mechanical work (no equipment), when classified personnel from a Civil Service list are available to perform the work.

1.11.5 Receiving Records and Correspondence

No obligation should be paid unless supported by a receiving record. Receiving Records (Form DAS-FM-1226) should be signed by the Maintenance Manager. Vendor delivery tags should be attached to the receiving record.

Shipping Record Form DAS-FM-1126 is used when materials, supplies or equipment are transferred to another District, or between Region Managers within the District.

Copies of all letters, reports and records shall be retained in the region office files.

When a letter is received requesting information that cannot be furnished within a few days, the letter should be acknowledged at once with a statement as to the probable date the required information can be supplied.

1.12 Accident Reports

See the Accident Reporting Table (Figure 1-3) for determination of the proper forms to be used for reporting various types of personal injury and property damage accidents. The Caltrans Safety Manual includes detailed instructions in the reporting of accidents.

Consult the District Safety Officer if there is doubt regarding which form to use, or if information is required in its preparation.

Accident reports are confidential, and are for the use of the Traffic Operations Program, the Equipment Service Center, and the Legal Service Center.

1.12.1 When to Report Accidents

All accidents which involve State owned motor vehicles in any way must be reported within 48 hours on Std. Form 270. Accidents resulting in any injury to persons other than employees, or involving serious damage to the property of others, must be reported immediately by telephone or telegraph to the nearest claims adjusting office for the State as shown on Std. Form 269. District employees will report such accidents through their District office.

The driver of a State owned motor vehicle involved in any accident resulting in injury, de serious property damage shall immediately report each accident to the California Highway Patrol, except when the accident occurs within city limits the report shall be to the city police.

Serious damage to property has been defined as that damage to any one person's property amounting to \$500.00 or more.

Forms 270 and DAS-S-270 must be submitted when it might be claimed that the location or position of State vehicles near the highway might have brought about damage to another vehicle.

1.12.2 Vehicle Accident Reports

Accident reports must be truthful and complete. Reports shall include the names of drivers of the vehicles involved, names of witnesses, statements by drivers and a description of how the accident occurred. An Accident Identification Card (Std. Form 269) is located in all Caltrans vehicles and must be filled out at the accident scene to record pertinent information needed to complete Std. Form 270, Report of Vehicle Accident. Statements of witnesses should be submitted on separate sheets, in duplicate, with Std. Form 270. Be sure to differentiate between conclusions and statements of fact. All information must be as complete and precise as possible, and sketches should be shown if the accident data will permit.

It is essential that the reports show the actual location of the accident and if known, the direction of travel of the vehicle or vehicles involved, the hour, and weather.

(A) Collision Accident Information

Under no circumstances shall a State employee make a private settlement with an adverse party regardless of how minor the damage to the adverse party may be. A State employee involved in an accident shall not discuss conditions of an accident with an adverse party or his or her representative, nor commit the State to repair any alleged damage. In no case, upon the occurrence of an accident, shall the State employee tell the adverse party that the State will initiate action toward making repairs to the vehicle or property of the adverse party.

An employee, in addition to submitting the required reports to his or her headquarters, should use the tear off portion of Std. Form 269 to furnish the following information to the other party:

- (1) Driver's name and license number.
- (2) License and C numbers of vehicle.
- (3) Name of owner (Caltrans).
- (4) Drivers license (upon request).
- (5) Department of General Services telephone number: (916) 445-2184.

General Services handles insurance claims involving Caltrans employees on State business.

If an employee receives any communication relating to damage to another party's vehicle in which he or she may have been involved, the employee should immediately forward such communication to the District office.

(B) Employee Injury Resulting from Motor Vehicle Accident

A motor vehicle accident involving an injury to a State employee and occurring during the hours of employment must be reported to the District Safety Officer on the same forms and in the same manner as described for industrial accidents. In addition, the following forms may be required:

(1) Std. Form 270, State of California, Report of Automobile Accident.

This report is required to be submitted within 48 hours when a State vehicle or any privately owned vehicle is damaged. This report is also required when the personal property of another is damaged by a State vehicle, or when it is alleged a State owned vehicle is in such proximity as to have been a factor in causing the accident.

(2) Form DAS-S-270, Report of Automobile Accident Investigation. This report is to be completed by the employee's supervisor, and is submitted with the 270 report.

The required reports must be prepared by the injured employee, or on his or her behalf if the injury is so severe that the employee cannot complete them.

(C) Supervisor's Responsibility

The immediate supervisor shall investigate employee injury accidents or vehicle accidents to determine the causes. Form 66 is used for reporting minor employee injuries that require only first aid. Form 67 must be used for employee injuries that require medical attention or result in lost time. The immediate supervisor shall counsel or train the employee when it is appropriate and initiate procedures to prevent similar accidents in the future. If the immediate supervisor cannot place the needed action into effect, he or she shall consult with the second line supervisor for assistance.

The second line supervisor will review the action taken in each case and concur, modify or change the steps taken or recommendations made.

CHAPTER 1
ORGANIZATION AND GENERAL DETAILS

June 1998

Page 1-23

In vehicle accident cases, the second line supervisor will classify the accident as to whether it was Class I, II or III. If it is a Class III accident, the second line supervisor will determine the cause and the review the record.

The immediate supervisor will sign the back of Form DAS-S-270 along with his or her comments in the appropriate place. The second line supervisor will sign and mark the front of DAS-S-270 as to cause and any other appropriate comments in the "Action" block.

After an accident report has been classified, it shall be forwarded to the District Safety Officer. The Safety Officer will present the report to the District Accident Prevention Committee for consideration.

Accident Reporting Table

FORM NUMBER	S-37	66	67	86-A	270	H-S 270	Diagram	Report to Attorney	R-103	152
Prepared by: E = Employee S = Supervisor D = District	S	E	S/E	D	S/E	S	S/E	D	E	E
INJURY/ILLNESS										
State employee during employment										
- Minor (no medical)		X								
- Physician treated	X		X							
- Lost time	X		X	X						
While operating state vehicle	X		X	X	X	X	X			
Injury of adverse party with state equipment involved					X	X	X			
MOTOR VEHICLE ACCIDENT										
State vehicle indirectly involved (state equipment or personnel may be a factor)					X					
Actual or alleged work damage to others					X					
Work damage to state equipment					X					
Vandalism					X					
Theft					X					X
Operational (non-traffic) accident					X					
Traffic accident (driver error)					X	X	X			
Damage while parked					X		X			
Highway condition a factor								X		
On construction project								X		
State highway damage by adverse party									X	

Figure 1-3: Accident Reporting Table

1.12.3 Damage to State Highway

A Form R-103 report is to be made if State Highway property has been damaged. Describe the following in detail:

- (A) Actions of the vehicle operators that contributed to the accident.
- (B) Any evidence of illegal operation of any vehicle, such as oversized loads.
- (C) Any evidence of willful damage to State property.
- (D) The nature and extent of damage to State property.
- (E) Supporting documentation, such as:
 - (1) License plate numbers.
 - (2) Photographs of vehicle causing damage.
 - (3) Sketches showing the accident location, including measurements, location permanent or temporary warning signs or devices.
 - (4) Copy of police or CHP report if available.

If the reporting agency has left the scene and has not left any tag, or other type information, the region office should contact that agency for additional information.

Use a second report form if four or more vehicles or additional injuries or witnesses are involved.

If space provided on the form for description of accident or damage is not adequate, attach sheets of plain paper. When additional sheets are used, either on this form or plain paper, indicate the date and the location of the accident at the top of each sheet. The person reporting the accident should sign each sheet of the report. Transmit completed reports to the Region Office.

When forwarding Form R-103 to Headquarters in response to a request by the Legal Service Center or any other Headquarters office, attach a letter of transmittal to identify the correspondence.

Damage reports, Form R-103, are not required for accounting purposes covering cases where the estimated cost of repairs is \$400 or less. However, cost estimates should be realistic. This cost estimate must include all direct and indirect administrative overhead for labor. It is improper to make a low estimate for the purpose of avoiding a damage report.

It is difficult to define minimum conditions under which a damage report is required by the Legal Service Center, or for the purpose of accumulating data for traffic safety and design purposes.

Therefore, damage reports should be submitted in those cases where the estimated cost of repairs is \$400 or less if the nature of the accident is such as to render the circumstances surrounding it to be of interest for traffic safety and design purposes. This type of exception should be noted via memo attached to the damage claim documentation.

Each District should have an established system for matching Accident Reports (from law enforcement agencies), Damage to State Highway Reports (R-103), and Maintenance Completion Reports. All items should be forwarded to the Caltrans Accounting Service Center.

It may be necessary for the Maintenance Region Office to establish procedures to obtain police reports directly from the enforcement agency, rather than delay processing damage claims.

Funds received by Caltrans for repairs are deposited with the State Treasurer and transferred into the State Highway Account. Procedures are in place for the Caltrans Maintenance Program to recover these funds through the budget process. Failure to make timely repairs or slow processing of the above documents could result in the loss of this revenue being returned to the Maintenance Program. Every effort should be made to complete this process within 90 days.

1.13 Assistance in Fighting Fire

Maintenance forces shall be vigilant at all times to detect and control fires that may start within the right-of-way. All employees are expected to give warning and assistance whenever grass or brush fires are discovered along or adjacent to the right-of-way.

Caltrans Maintenance is in a position to render valuable service in preserving public and private property from grass and forest fires due to its extended locations, the nature of its duties and the variety of its equipment. Caltrans has entered into cooperative agreements with the United States Forest Service and with the State Department of Forestry that formalize its role in fighting fires. The terms of these agreements are set forth in the appendices following this chapter.

1.14 Cooperation with U.S. Forest Service

Caltrans has entered into an agreement with the United States Forest Service to aid in the suppression of forest fires in the National Forests. The terms of the agreement are set out in Appendix 1-A.

1.15 Cooperation with California Department of Forestry

During times of fire or other emergencies, California Department of Forestry (CDF) may request Caltrans assistance to provide support such as Caltrans personnel to provide equipment, and materials.

Caltrans has entered into an agreement with the CDF. The terms of this agreement are set out in Appendix I-B.

1.16 State Highway Maintenance Agreements

The Streets and Highways Code provides Caltrans with authority to enter into contracts and agreements with local agencies and permits delegation of the Caltrans powers and jurisdiction over any portion of State highways within a city or county. Delegation of maintenance is permitted by Section 116. Section 130 provides authority to enter into a contract or agreement with the local agency.

If a city or county is delegated any maintenance work on a conventional State highway, a Maintenance Agreement must be processed. The agreement should pertain only to those specific functions that are delegated to the local agency. Statements as to what functions the State will perform are unnecessary.

The State Highway Maintenance Agreement shall specify, by total dollar amount per route, the degree of maintenance that Caltrans has determined as appropriate for the delegated work.

Caltrans will reimburse the city or county their actual cost for delegated routine maintenance work performed. Annual expenditures per route may not exceed agreement amounts without prior approval of the District Director. The agreement should be amended, as necessary, to ensure that the expenditures per route are equitable for the following fiscal year.

The expenditure per route for delegated routine maintenance work specified in the agreement may be increased or decreased, or additional expenditures for specific projects may be authorized by the District Director.

Although the District Director can approve specific delegated maintenance work, the District still must write a letter to the Maintenance Program that will be used to notify State Controller's Office of the new agreement spending capacity.

The District Director is authorized to approve State Highway Maintenance Agreements that do not deviate from the pre-approved agreement forms. Prior Maintenance Program approval is required if the agreement varies from the standard form.

One fully executed copy and two signature-stamped copies of all agreements, or amendments thereto, shall be forwarded to the Maintenance Program.

The area superintendent is responsible for assuring that maintenance work delegated to a local agency is actually performed and conforms to State levels of service. State highways having delegated maintenance functions should be reviewed at least monthly to ensure that work paid for complies with State standards and the terms of the agreement. Inexcusable noncompliance is justification for rescinding the delegation of specific maintenance functions.

1.17 State Maintenance of City or County Owned Facilities

Section 131 of the Streets and Highways Code provides that any city, county or other governmental agency may request that Caltrans perform maintenance work on facilities owned by the local agency.

If State personnel performs routine maintenance of traffic control systems or other facilities on county roads or city streets, a cooperative agreement must be processed. The agreement format should be as set forth in the Caltrans Cooperative Agreement Manual.

Districts shall not enter into new cooperative agreements to maintain local facilities without prior approval from the Maintenance Program. The highest Caltrans priority is State highway maintenance. Districts should take steps to discontinue existing agreements to wash tunnels, maintain traffic signals and maintain streetlights for local agencies.

Any agreement for other work to be performed for a local agency should also follow the format of the Cooperative Agreement Manual. Approval by the Administrative Service Center, Office of Service Contracts is required for all cooperative agreements.

1.18 Maintenance of State Park Roads and Parking Areas

In addition to State highways in or through State parks, Caltrans is authorized under Sections 122 and 193 of the Streets and Highways Code to perform maintenance on other roads within a park.

All work in a State park, except for that on a State highway, shall be performed under authority of an interagency agreement with the Department of Parks and Recreation.

Refer to Chapter 2: Resource Management, for details regarding maintenance of State park roads financed by others.

1.19 Agreements on Cooperative Projects With Non-State Agencies

A formal agreement is required on all projects where parties other than a State agency are to participate, either by payment for work performed by the Department, or by contributing labor, equipment or material.

Refer to Chapter 2: Resource Management for details regarding work for other agencies.

Drafts of all proposed agreements of this type shall be forwarded to the Administrative Service Center Office of Service Contracts for legal and procedural review and approval in accordance with the Caltrans Cooperative Agreement Manual.

1.20 Freeway Maintenance Agreement

Freeway Maintenance Agreements define the responsibilities that must be accepted by each agency (State, city or county) upon the completion of a new freeway.

A Freeway Maintenance Agreement should be negotiated with the city or county as soon as all detailed features and roadway configurations (such as off and on ramps) are known, so as to permit the respective agency to assume their maintenance responsibilities as rapidly as possible after acceptance of the contract.

Caltrans will retain full jurisdiction over maintenance and control of all portions of the freeway proper. Caltrans will also maintain approach ramps, grade separations and similar installations, within rights-of-way secured for the exclusive use of traffic entering, leaving or traveling on the freeway. This includes undercrossings or overcrossings whose prime purpose is to serve as crossings for freeway traffic and whose use by local traffic is incidental. The local authority should maintain all other portions of streets or roads, including outer highways, approaches to ramps, overcrossings, and undercrossings that serve adjoining property and local traffic.

In general, Caltrans will retain title to and be responsible for the maintenance of all property on which access rights have been secured. However, if the local authority desires, Caltrans may transfer title on those areas of uncontrolled access that are to be maintained by the local authority.

If the pre-approved form for Freeway Maintenance Agreements is used, the agreement may be negotiated by the District without prior approval by the Maintenance Program.

One fully executed copy and two signature-stamped copies of all agreements, or amendments thereto, shall be forwarded to the Maintenance Program.

1.21 Maintenance Within Construction Limits

If new work coincides with the existing highway, the owner (State or local authority) will continue to maintain such highway, or portions of highway, until the contractor takes possession by erecting barricades or breaking ground. Maintenance of those portions will be resumed when the contractor is relieved from maintenance, as provided in Section 7-1.15 of the Standard Specifications,

When the new work consists of widening the existing highway pavement or roadbed, the contractor may be restricted in its operations to a portion of the width of the roadway. In such cases, the maintenance of the balance of the width shall continue to be the responsibility of the owner.

Section 86 of the Standard Specifications provides that the owner of property is responsible for operation and maintenance of existing electrical facilities.

In widening or improvement projects, existing highway facilities may be located outside of the actual areas of planned work where no alterations, modifications, or replacements to these facilities are to be done. In such cases, maintenance is the responsibility of the owner, except for repair of damage due to the contractor's operations.

When the highway in question is a State highway, the maintenance described above shall be performed by the Maintenance Program as a maintenance expense.

1.22 Maintenance Review of Construction Projects

The Maintenance Manager should be kept informed of job progress on permits and projects that will require special maintenance by State forces. Examples of these include roadside rests, buildings, landscape irrigation projects, and installations of traffic controllers. The Resident Engineer or Permit Inspector should contact the Maintenance Manager prior to the start of such work. The Maintenance Manager and the Area Superintendent should make periodic visits to the job site as the work progresses.

When the work nears completion, the Resident Engineer or Permit Inspector should contact the Maintenance Manager to arrange a joint review involving District Management personnel from both Maintenance and Construction. The review should be held soon after the work has been completed but prior to the time of the contract acceptance.

The purpose of this review is to:

- (A) Review and discuss:
 - (1) Operation of the facility.
 - (2) Features requiring special attention.
 - (3) Inform the Region Manager of the beginning date of the one-year guarantee period and who to contact for guarantee work.
 - (4) Discuss manufacturer's warranties and service instructions.
- (B) Discuss work that may be required after contract acceptance.
- (C) Review all design features that should be handled differently on future projects. These features should be noted in a comprehensive letter from District Construction to District Design that will give suggestions for improving the design of future projects.

1.23 Protection of Sensitive Environmental Resources

Damage or degradation to the environment shall be avoided to the extent possible during maintenance activities. The term "environment" as used in connection with highway maintenance work refers to the natural surroundings including soil, water, air, plant and animal life, and archaeological and historical resources.

All Maintenance personnel must be aware of the need for environmental protection in the performance of their duties.

While some environmentally sensitive areas are easily identified, some are not so obvious to untrained persons. For example, a rare plant may not be identifiable as such by anyone but a plant expert. Maintenance employees have a responsibility to take reasonable steps to protect the environment even when resources are not easily identified.

District Environmental Branches can provide information on identifying, protecting, and avoiding or minimizing harm to sensitive resources. The Environmental Branches will advise the District Division Chief for Maintenance and Operations of such resources, locations and sensitivities. Maintenance personnel should be notified to prevent damage or destruction of environmental resources.

1.23.1 Archaeological, Historical, Cultural, and Sensitive Biological Resources

Some Maintenance operations have potential for damaging or destroying archaeological, historical, and sensitive biological resources, as well as culturally sensitive resources, such as Native American plant gathering areas and sacred sites. These include activities in areas of highway right-of-way lying between the regularly maintained roadway and the right-of-way.

Examples of such activities are removal of material, grading, filling of material, trenching, guardrail or culvert repair and replacement, and vegetation control activities.

The District Division Chief of Maintenance is responsible to coordinate with the District Environmental Branch to identify locations of resources that could be disturbed by maintenance operations. The District Environmental Branch will provide guidance to assist Maintenance in avoiding destruction or damage to archaeological, historical, and sensitive biological resources present within the State highway right-of-way.

If human remains, prehistoric or historical archeological or sensitive biological resources are discovered by maintenance forces, work in the area of discovery must stop, and the discovery shall be reported immediately to the District Division Chief of Maintenance. The District Division Chief of Maintenance must immediately contact the District Environmental Branch.

The District Environmental Branch Chief will notify the District Division Chief of Maintenance when environmental concerns have been addressed and work may proceed.

The discovery of human remains is a particularly sensitive situation. It is a felony to further disturb the remains until the procedures outlined in Section 7050.5 of the Health and Safety Code and Public Resources Code Section 5097.98 are followed. Pursuant to these regulations, the county coroner must be notified immediately when human remains are found. The Maintenance supervisor must, through his or her chain of command, attempt to notify the following persons to report the Finding

- (1) District Division Chief of Maintenance
- (2) District Environmental Branch Chief
- (3) District Native American Coordinator

It is the responsibility of the persons listed above to contact the county coroner when human remains are discovered. If none of these persons is available, the supervisor shall directly contact the county coroner, then notify the District Division Chief of Maintenance and the District Environmental Branch Chief of the action taken.

1.23.2 Water Quality

Many routine maintenance activities have the potential to affect water quality. The Maintenance Program, in cooperation with the Environmental Branch, has developed procedures to protect water quality. These are included in the Maintenance Manual, and in the draft Caltrans Statewide Storm Water Management Plan. Caltrans has applied for a statewide storm water permit. When it is approved, all Districts will be required to abide by the permit requirements.

See Chapter C6 of the Maintenance Manual, Volume 1: Maintenance Storm Water Pollution Prevention Program for background information, instructions and guidelines for protection of storm water.

1.23.3 Underground Tanks

California and Federal regulations and laws address the problem of contamination of underground water supplies by hazardous substances (such as gasoline, diesel, oil, and solvents), leaking from underground storage tanks. These regulations and laws require that the owners and operators of underground tanks obtain tank-operating permits from local agencies, monitor tanks for leakage and promptly report and abate any leakage. See Article 5, Section 2650-2655, Title 23, Chapter 16.

(A) Permits

Districts shall submit applications to appropriate cities or counties for permission to operate all underground tanks used to store hazardous substances. Periodic renewal of these permits will be required. Underground tanks that are no longer in use shall be removed in accordance with local tank closure procedures. The District Facility Coordinator should be notified of any tanks requiring removal.

(B) Monitoring

Underground tanks shall be routinely monitored to detect any leakage. Additional monitoring may be required due to local regulations.

(C) Determining Leakage

The presence of water or sand in the stored product and unusual variances in inventory are reasons to suspect a breach in the integrity of the tank system. The Maintenance Manager shall report to the local agency any suspected leak. The Maintenance Manager shall also report the suspected lead to the Headquarters Underground Tank Coordinator.

Monitoring results from a release detection method indicates a release has occurred. Further investigations should be made to determine if a leak has occurred, and that the monitoring device is not defective. Only approved precision tank test methods should be used. For assistance on leak test methods, contact the local agency or Headquarters Underground Tank Coordinator.

(D) Reporting

Suspected leaks should be brought to the attention of the Region Manager responsible for the station where the tank is located. The Maintenance Manager is responsible for initiating follow up investigations of suspected leaks and reporting confirmed leaks to the local agency and to the appropriate Regional Water Quality Control Board.

Confirmed leaks must be reported within 24 hours after a leak is confirmed. A full follow up written report is required within five working days.

(E) Leak Abatement

Obtain advice regarding local agency or Regional Water Quality Control Board requirements for abatement of leakage when making the initial notification. Typically, this will require removal of product from the tank, determining the source of the leak through a site investigation and removal and disposal of soil contamination.

Procedures established by the Department of Toxic Substances Control regarding the manifesting, transportation and disposal of hazardous wastes shall be followed if contaminated product, tanks, or soil are removed. The District Hazardous Materials (Hazmat) Manager and the District Hazardous Waste Coordinator should be consulted regarding proper procedures. When possible, avoid disruption of Maintenance operations and duplication of work by coordinating the removal and disposal of underground fuel tanks.

(F) Funding

Costs associated with the permitting of tanks, precision testing, site investigation for leakage, replacement, including decontamination, removal and replacement of tanks should be considered support costs. The District Underground Tank Coordinator should be given early notification of suspected leaks so he or she can initiate a project to correct them.

1.23.4 Streambed Alteration

The California Fish and Game Code (Sections 1601 and 1603) requires advance notice to the Department of Fish and Game (DFG) when work to be performed will "divert or obstruct the natural flow or change the bed, channel, or bank of any river, stream or lake designated by the department, or use any material from the streambeds." This notice includes the submittal of general plans indicating the nature of the project.

If an existing fish or wildlife resource may be substantially adversely affected by the project, DFG is required to propose reasonable project modifications within 30 days of their notification.

These modifications are formalized in a Streambed Alteration Agreement.

Caltrans employees who proceed with projects that affect stream flow without giving the required notice to DFG are subject to criminal prosecution.

Emergency work necessary to protect life and property is not subject to the provisions of these sections. However, DFG must be notified within 14 days of the start of emergency work.

1.23.5 Air Quality

Exhaust and crankcase emissions from gasoline powered vehicles are a prime source of the air contaminants: carbon monoxide, nitrogen oxides and hydrocarbons.

Particulates (small airborne particles) are another form of air pollution. They can be caused by human activity or by nature. Particulates constitute an irritant and a health hazard regardless of their source.

Particulates are normally thought of as dust or small dirt particles suspended in the air, but they may be found in many forms. One form of particulates are those that come directly from vehicles. They are small pieces of asbestos (from brake linings), rubber (from the grinding of tires against the road), carbon soot from the exhaust, and products of internal combustion engines. Two other forms of particulate pollution are dust from the roadside and smoke from burning.

(A) Exhaust Emission Controls

There is a direct relation of vehicle mode of operation to the amount of exhaust emissions from gasoline-powered vehicles. The best condition for overall low emissions is a steady cruise mode of operation.

Smooth traffic flow lessens the impact of highways on the surrounding environment. Maintenance practices that help achieve this are:

- (1) Maintaining the roadway to enable steady cruise speeds.
- (2) Installing and maintaining guide markers and signing to permit smooth transitions and even flows of traffic.

- (3) Providing efficient traffic control, when the normal flow is interrupted, to lessen the impact on traffic conditions.
- (4) Organizing maintenance work so that it will not distract motorists and interrupt traffic flow.

Proper maintenance of the Caltrans equipment fleet also helps to protect air quality. It is important that the vehicles and equipment Caltrans operates have the lowest emission rates possible. Any malfunctioning equipment should be brought to the attention of the Equipment Service Center for correction.

(B) Dust Control

Some highway maintenance activities can raise dry particulates into the atmosphere.

Activities that raise dust include grading of roadside shoulders and open right-of-way, mowing of dry grass along the roadway, sweeping of gutters and shoulders, hauling of dry materials, cultivation of right-of-way ground.

Controlling factors in the dust problem are wind conditions during the operation, and the relation of the operation to surrounding population or crops. Where possible, these operations should be done in light wind (0-5 mph (0-8.0465 km/h)) with use of water application for retarding dust or particles. Operations upwind of sensitive areas should be curtailed on windy days.

Maintaining a vegetative cover alongside the roadway will keep down the amount of dust stirred up by passing vehicles. It will also tend to trap a significant portion of the asbestos, heavy metals, rubber and soot coming from the vehicles themselves.

(C) Burning Controls

All burning must be regulated as to time and atmospheric conditions. California is divided into eleven different air basins (areas of like topography and meteorological conditions) each of which has controls on emission of pollutants for its special conditions of industry, meteorology, population, and other factors.

Emission controls vary widely with conditions present in each air quality basin.

Therefore, controls vary in different areas of the state.

To assist in minimizing the effect of air pollution, guidelines have been set up for all burning connected with any maintenance, office or shop operation of Caltrans. These guidelines to control burning are all inclusive. These guidelines apply to the following:

- (1) Trash burning at any of Caltrans permanent or semi-permanent operational facilities
- (2) Maintenance activities that include burning brush, tree trimmings, tules, thistle, tumbleweed, or any vegetation.
- (3) Burning of any roadside litter at any location.

These guidelines cover all types of burning whether it is an open fire, mechanically induced fire, fire in an open or closed incinerator, or burning in a so-called "approved incinerator".

In many areas, burning is governed by the local city or county ordinance, by State or Federal Forest Service regulation, or by other recognized air resources jurisdictions. In these areas, burning is allowed only when the ordinance, regulation, or jurisdiction allows. All conditions imposed by the ordinance, regulation, or jurisdiction shall be followed.

Lacking such an ordinance or other governing jurisdiction, burning is prohibited within any incorporated city or unincorporated community and the adjoining residential areas.

In rural areas, the burning of standing material is permitted. However, burning shall be conducted only when weather conditions are favorable for good smoke dissipation.

Burning will not be permitted under any conditions of wind that might transport burning materials.

The burning of tires, tarpaper and like materials that will create a dark or black smoke is prohibited under all conditions.

Consider all alternatives before resorting to burning. Alternatives to burning refuse grass or wood include use of brush clippers, flail mowers. Compactors may be used for paper trash, and burial of refuse may be appropriate in some cases. If burning is the best method, all regulations shall be followed closely and the proper permit obtained.

1.24 Controlling Noise from Maintenance Operations

Maintenance of the transportation system involves the use of various types of vehicles and equipment. Equipment with internal combustion engines is always equipped with a muffler of a type recommended by the manufacturer. Noise control equipment should be kept in proper working order to ensure that noise levels are at the lowest possible level.

It may sometimes be possible to operate vehicles and equipment at lower speeds to minimize noise. Retrofit packages for noise reduction are available from the manufacturer for some noisy equipment. Noise from some operations, near residential or business areas, can be minimized, by using plywood sheets as noise barriers.

The District Safety Officer can use meters to measure noise levels. The Safety Officer can make recommendations for protecting Maintenance personnel and surrounding areas from excess noise levels.

The Caltrans Safety Manual, Chapter 13 Hearing Protection, provides that employees shall wear hearing protection when noise levels exceed 90 decibels. This requirement affects many maintenance operations. For example, an employee operating brush chippers and chain saws is exposed to over 110 decibels.

See the Caltrans Safety Manual, Chapter 13: Hearing Protection.

1.25 California Emergency Services Act

In 1970, the California Emergency Services Act established the authority for conducting emergency operations after declaration of emergencies by either the Governor or local jurisdiction. The Act is set forth in the Government Code, Sections 8550 through 8668, and includes for the following:

- (A) Confers emergency powers upon the Governor and the chief executives of political subdivisions, and provides for state assistance in emergency programs.
- (B) Establishment of Governor's Office of Emergency Services (OES), which is responsible for oversight and coordination for all statewide emergency preparedness, coordinates overall state response to major disasters, and oversees post emergency mitigation efforts.

- (C) Provides for the assignment of functions to State agencies to be performed during emergencies, and for coordination of direction of emergency actions.
- (D) Provides for mutual aid by State government and political subdivisions.
- (E) Authorizes establishment of organizations and actions to carry out provisions of the Act.

The Act provides that the Governor may assign to a State agency any activity concerned with disaster mitigation. Each department and State employee is required to render all possible assistance to the Governor and to OES in carrying out emergency operations. As a State department, Caltrans is required to cooperate with other State agencies and with local jurisdictions.

The Governor has power to take extraordinary action to protect the public interest during an emergency. For example, Caltrans could be in some cases required to use State personnel and equipment to clear and dispose of debris on private property. Any action of this nature would be coordinated between the Office of Maintenance, Equipment and Emergency Operations and OES, under authority of a Mission Number issued by OES.

1.25.1 Department of Transportation Authority

Caltrans is responsible for the administration, construction and maintenance of the State highway system. The primary function of the Maintenance Program in both man-made and natural disaster is to maintain the State highway system in a safe and operable condition.

Government Code Sections 14120 through 14120 authorizes Caltrans to perform any work or remedial measures necessary to avert, alleviate, repair or restore damage or destruction to property having a general public and State interest. Caltrans will take action to protect the health, safety convenience, and welfare of the general public of the State.

During disasters resulting from storms and floods, the Director of Transportation may declare the existence of an emergency when it is a matter of concern to the general public and to the State, and when work is required to avert or repair damage or destruction to highways.

Caltrans may provide assistance to other levels of government for maintenance or restoration streets or highways, or for non-highway work, only when such work is properly requested and authorized by OES. Approval for such work will be given only when the work is within the legal scope of authority granted to Caltrans by statute or specifically authorized by the Governor.

The Office of Emergency Services will grant immediate authorization to proceed with assignments of personnel and equipment necessary to cope with a particular emergency.

1.25.2 Radiological Emergencies

The California Highway Patrol (CHP) is the designated statewide lead in radiological emergency response. Caltrans is not required to perform radiological monitoring on a statewide basis.

However, in some areas of the state, Districts may perform radiological monitoring as part of local emergency plans. Districts that will perform monitoring may obtain monitoring instruments from the Emergency Operations Center (EOC). These instruments should be inspected quarterly to ensure proper function. The District Maintenance Hazardous Materials Manager (Hazmat Manager) shall be responsible for the proper care and maintenance of radiological monitoring instruments in the District.

If a District elects to participate in radiological monitoring, it shall provide training to employees who are to use the instruments. All Districts shall provide radiological awareness training to its field Maintenance employees annually during Hazardous Materials: First Responder Awareness training.

1.26 Standardized Emergency Management System (SEMS)

As a Department of State government, Caltrans is required is by Section 8607 of the California Government Code to use the Standardized Emergency Management System (SEMS) in any multi-agency emergency response.

All Caltrans Maintenance field personnel through the rank of supervisor shall attend the SEMS Introductory Course (G Number 21430). Maintenance Area Superintendents, Maintenance Managers, and District Maintenance management shall complete the two-day SEMS Field Course (G Number 21431). Hazmat Managers and District management staff designated to report to the regional emergency operations center during an emergency shall attend the one-day SEMS Emergency Operations Center (EOC) Course (G Number 21432) in addition to the Field Course. It is recommended that all District Division Chiefs of Maintenance attend this level of training.

1.27 Underground Service Alert

California Government Code Sections 4216 through 4217 provide that any person who undertakes an underground excavation project contact Underground Service Alert (USA) prior to work.

Any person who damages underground services as a result of failure to notify USA is liable for both criminal and civil sanctions. Both individual employees as well as Caltrans can be held liable for negligent or knowing violation of the law. Caltrans will take disciplinary action, up to and including dismissal, of employees who willfully violate notification requirements.

Appendix I-C includes detailed information regarding USA and requirements for notifications.

APPENDIX 1-A

**Cooperative Agreement with United States Forest Service
Fire Suppression**

- (A) The State agrees that:
- (1) In the case of fires for which the employees of the State are responsible:
 - (a) Immediate action will be taken by the available personnel of the State to suppress the fire.
 - (b) Responsible transportation officers will immediately report such fires to the nearest designated and/or agreed upon Forest Officer.
 - (c) The expense of labor, supplies and equipment contributed by the State in suppressing such fires will not be a charge against the Forest Service.
 - (2) In the case of fires for which the construction contractors of the State may or may not be responsible:
 - (a) Responsible transportation officers will immediately report such fires to the nearest designated and/or agreed upon Forest Officer.
 - (b) The subsequent action, liability of, or settlement with, the contractor and his or her forces shall be made, ordered, determined and arranged by the Forest Service. The State does not assume or accept responsibility and/or liability for the actions of contractors and their forces.
 - (3) In the case of fires for which the employees of the State are not responsible, originating on or adjacent to the right-of-way of State highways, maintained by day labor construction or State maintenance crews:
 - (a) Employees of the State will be instructed to take initial suppression action and to report such fires promptly to the nearest designated Forest Officer.
 - (b) Such fires will be handled by the available forces of the State until the arrival of the Forest Officer.

- (c) All expenses for the suppression of such fires will be borne by the Forest Service. Reimbursement to be made directly to the State and not to its employees.

Note: It is understood that reimbursement will be made at the current fighting rates for wages and equipment.

- (4) Employees of the State will be required to obey all of the State and county fire prevention laws. Written instructions to this effect will be issued annually to all employees working in National Forest areas, and copies of this cooperative agreement will be given to all supervisory personnel working in National Forest areas.
- (5) The State agrees to stop, shut down or curtail dangerous operations involving burning, blasting, tar pots for patching, welding or other activities involving use of fire during periods of bad fire weather as determined by responsible Forest Officers. Or agrees to carry on such operations in a manner mutually agreed upon by the State highway officials and Forest Officers in charge of the given area.
- (6) Appropriate fire warning signs furnished by the Forest Service will be posted at all day labor camps established by the State or its contractors.
- (7) The State will notify Forest Supervisors in advance of any major job being undertaken within the National Forest protection boundaries either by the State or by contract. Both parties will get together prior to starting construction jobs or submitting bid specifications to contractors and agree to the necessary fire prevention measures to be taken so provisions can be made for enforcement and compliance.
- (8) Appropriate stipulations as determined in clause 7 above will be inserted in contracts or subcontracts entered into by and between the State and others for the construction of public works within the National Forest protection boundaries.

This is to facilitate compliance with the provisions of permits issued by the Forest Service and to prevent forest fires from starting from all operations which might endanger the National Forests. The State does not assume or accept responsibility and/or liability of contractors for the actions of any persons, contractors and their forces by virtue of any clause inserted in a contract to comply with the above.

- (9) The State will maintain at the site of construction jobs at all times during the fire season adequate fire tool caches, sealed and maintained for fire use only. The number of each kind of fire tool required in each particular case will be agreed upon with the Forest Officer having charge of fire control in the given area. The State will provide in contracts that all its contractors do likewise.
 - (10) The State will make its equipment available for rental to the Forest Service for fire suppression use whenever utilization of State highway equipment for such purpose will not result in closing down major day labor operations for extended periods. Reimbursement is to be made for such use to the State at its current rates of use.
- (B) The Forest Service agrees that:
 - (1) Designated Forest Officers will proceed upon notification, to take charge of all fires occurring in or adjacent to right-of-ways or construction camps of the State.
 - (2) The designated Forest Officer will take charge of such fires unless notification is received that the fire being handled by the State has been completely and properly suppressed. In all such cases, the fire will be inspected by a responsible Forest Officer to make certain the fire is out.
 - (3) The Supervisor of each National Forest will furnish a map of his or her Forest to the State District Director on which will be clearly marked the Forest's protection boundary.
- (C) It is mutually agreed that:
 - (1) In requesting services of employees of the State, Forest Officers will exercise due consideration for the necessity and importance to traffic of the work of the State.
 - (2) During the fire season as established for the locality, the employees or agents of the State will secure burning, blasting, and welding permits from the Forest Officers, responsible for fire control measures for the area. These permits will be obtained before proceeding with the disposal by burning of brush or other refuse, or blasting, or welding in connection with the operations of the State.

- (3) The State, through its local representatives, will participate with local Forest Officers in an annual hazard survey along State highways in or adjacent to the National Forests and will prepare a hazard reduction plan for those areas where studies show this is necessary as a fire prevention measure. The local Department of Transportation representative will then submit his or her recommendation based on the survey to the Maintenance Program Manager for consideration in the annual budget.
- (4) The State will do hazard reduction work each spring asset forth in the joint hazard reduction plan insofar as funds and personnel are made available.
- (5) For those areas where the State cannot handle the necessary hazard reduction as planned and the Forest Service can do the work, the State and the Forest Service may enter into a cooperative agreement where the Forest Service will do the work with the money made available in a cooperative work fund by the State.
- (6) The State and the Forest Service shall not be bound to make any expenditure under the terms of this agreement except as funds are appropriated by the State Legislature of California or by the Congress of the United States or which may be otherwise made available.
- (7) No member of or delegate to Congress or Resident Commissioner shall be admitted to (any) share or part of this agreement or to any benefit to arise therefrom unless it is made with a corporation for its general benefit.

This agreement may be terminated at any time or provisions herein contained may be amended or modified, upon mutual consent of the parties hereto.

APPENDIX 1-B

**Cooperative Agreement with California Department of Forestry
Fire Suppression**

During times of fire or other emergencies the California Department of Forestry (CDF) may request Caltrans assistance to provide support such as Caltrans personnel to provide equipment, and materials.

Therefore, for fires or other emergency incidents in areas where CDF provides direct fire protection, it is mutually agreed that:

- (A) In the event that fires are detected within or immediately adjacent to the highway right-of-way, Caltrans will report such fires to CDF and, to the extent Caltrans forces are immediately available, Caltrans will take initial action to suppress such fires until the arrival of CDF forces.
- (B) In the case of fires which occur as a result of work performed by Caltrans employees:
 - (1) Immediate suppression action will be taken.
 - (2) Responsible Caltrans personnel will immediately report such fires to the nearest CDF Emergency Command Center.
 - (3) The expense of labor, supplies, and equipment contributed by Caltrans in suppressing such fires will not be a charge against CDF.
- (C) In the case of fires which occur as a result of work performed by Caltrans construction or maintenance contractors:
 - (1) Responsible Caltrans personnel or contractor's representative will immediately report such fires to the nearest CDF Emergency Command Center.
 - (2) Any action, determination of liability, or settlement between CDF and a Caltrans contractor will be independent, separate, and apart from the rights and duties of Caltrans and its construction or maintenance contractors under the terms of their respective agreements with Caltrans. Caltrans assumes no responsibility or liability for fires that result from the work of its contractors and their employees and subcontractors.

- (D) CDF will take charge of all fires or other emergency incidents occurring in or adjacent to highway right-of-ways within CDF direct fire protection areas. The designated CDF officer will take charge of such fires or emergency incidents until the fire has been completely and properly suppressed or the emergency has ended.
- (E) Upon request by CDF to responsible Caltrans personnel, Caltrans may provide support assistance during times of fire or other emergency. Such support assistance may include equipment, transportation, repair work, etc., but will not include actual fire suppression work on the fire line, except when ordered by the Governor.
- (F) Caltrans will continue to maintain reduced vegetative fuel loads along right-of-ways and median strips to reduce the chance of a wildfire starting.
- (G) Except for the costs of immediate work performed by Caltrans to initially suppress fires that are the direct result of work by Caltrans forces, CDF agrees to reimburse Caltrans for all other labor, equipment, and material costs incurred by Caltrans in providing support assistance to CDF. All such costs shall be calculated in accordance with Section 8752 of the State Administrative Manual.

This agreement may be terminated at any time or provisions herein contained may be amended or modified, upon mutual consent of the parties hereto.

APPENDIX 1-C

Instructions for Use of Underground Service Alert (USA)

USA is a free notification service for persons who plan to dig, blast, trench, drill, or conduct any other underground excavation project that has the potential to disturb underground pipelines or utilities. USA will identify if there are utilities or pipelines underground in the area of planned work.

(A) How USA Works

The person planning an excavation calls USA at least 2 days in advance of planned work. A USA operator will take the location request information, verify the location, and send it to all USA members that may be involved at the proposed excavation site.

The USA members that are notified will check their records to determine if they have underground facilities at the site.

The caller will be advised by telephone that the USA member does not have facilities at the excavation site.

If a USA member does have facilities at the site, one of its employees will respond to the caller. The employee will provide information about the member's facilities, or will stake and mark the horizontal path of the facilities.

(B) Advance Notice

The Underground Service Alert Center is designed for planned work operations.

Each location request is good for a period of 14 calendar days. Contact USA at least two (2) working days prior to the start of actual work operations, between 7:30 a.m. and 4:30 p.m., Monday through Friday, excluding weekends and holidays.

The telephone number of USA is (800) 642-2444.

USA Holidays include the following:

New Year's Day
 Washington's Birthday
 Memorial Day
 Independence Day
 Labor Day
 Thanksgiving Day (and the Friday after)
 Christmas Eve after 11:00 a.m.
 Christmas Day

(C) Emergency Excavations

Emergencies during normal working hours of the Center will be processed as promptly as possible. Emergencies after hours should be called directly to the organizations whose facilities are involved.

(D) USA Northern California Service Area

Underground Service Alert (USA)
 4090 Nelson Avenue, Suite A
 Concord, CA 94520
 (415) 798-9504

The Northern Service Area includes the following counties:

Kern	Alameda	Napa	Shasta
Kings	Alpine	Nevada	Sierra
Lake	Amador	Placer	Siskiyou
Lassen	Butte	Plumas	Solano
Madera	Calaveras	Sacramento	Sonoma
Marin	Colusa	San Benito	Stanislaus
Mariposa	Contra Costa	San Francisco	Sutter
Mendocino	Del Norte	San Joaquin	Tehama
Merced	El Dorado	San Luis Obispo	Trinity
Modoc	Fresno	San Mateo	Tuolumne
Mono	Glenn	Santa Clara	Yolo
Monterey	Humboldt	Santa Cruz	Yuba

(E) USA Southern California Service Area

Underground Service Alert (USA) (800) 422-4133

The Southern Service Area includes the following counties:

Imperial	Orange	San Bernardino
Inyo	Riverside	San Diego
Los Angeles	Santa Barbara	Ventura

(F) Color Code for Excavations

Paint outline of proposed excavation area with white dotted line.

(G) Color Code and Symbols Used by USA Members

The following matrix indicates the color code and symbols used by USA members.

Contact USA directly with any questions regarding the color coding system or symbols used by USA members.

USA Color Codes and Symbols

Color	Symbol	Type of Facility
Blue	W	Water
Blue	FA	Fire Alarm
Blue	Tel	Telephone
Orange	R	Railroad
Orange	TV	Television
Orange	WU	Western Union
Green	S	Sewer
Green	D	Storm Drain
Green	L	Street Lighting
Red	E	Electric
Red	T	Traffic Signals
Yellow	G	Gas
Co. Name		Oil & Chemical